City Council
Mayor Jill McLewis
Vice Mayor Sandra Maurer
Councilmember Phill Carter
Councilmember Neysa Hinton
Councilmember Stephen Zollman



City Manager
Mary Gourley
mgourley@Cityofsebastopol.gov

City of Sebastopol

CITY COUNCIL MEETING AGENDA
Special Meeting of Tuesday, December 1, 2026 and
Regular City Council Meeting of December 1, 2026

SPECIAL MEETING START TIME: 5:00 pm
REGULAR MEETING START TIME: 6:00 pm

Meeting to be held in Person and Virtual /Remote Participation
In Person Location: Sebastopol Youth Annex, 425 Morris Street, Sebastopol, CA 95472

City Council is inviting you to a scheduled Zoom meeting.

Topic: City Council Meeting - December 1, 2026
Time: Dec 1, 2026 05:00 PM Pacific Time (US and Canada)
Join Zoom Meeting
https://us02web.zoom.us/j/86494390182
Meeting ID: 864 9439 0182
Passcode: 895427

Vimeo: https://vimeo.com/event/5424142

One tap mobile
+16694449171,,86494390182#,,,,*895427# US
+16699006833,,86494390182#,,,,*895427# US (San Jose)

Join instructions
https://us02web.zoom.us/meetings/86494390182/invitations?signature=Q2DGkha1uJUcKp-r8_l1Zt-M3vFFBPt6S-r-KCi0AW4

COUNCIL PROTOCOLS FOR MEETING:

This in person and virtual/remote meeting is compliant with the Governor's Executive Order allowing for a deviation of teleconference rules required by the Brown Act. Traditional Brown Act and AB 2449 requirements can be utilized for all City Council meetings as long as required notice and posting is conducted per the Brown Act.
Please Note the presiding member of the legislative body conducting a meeting or their designee may remove, or cause the removal of, an individual for disrupting the meeting. "Disrupting" means engaging in behavior during a meeting of a legislative body that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting.

PUBLIC COMMENT

Due to the length of recent City Council Meetings, it is strongly encouraged that written comments be submitted to the City Council by sending them by email to: citycouncil@cityofsebastopol.gov with either General Public Comment Written in the Subject Line or the Specific Agenda Item Number or Title Written in the Subject Line. Emails are distributed to the City Council as well as posted to the City Council meeting as public comment. Public Comment questions may be directed to City staff for a response at a later time.

SPECIAL MEETING: 5:00 pm
CALL TO ORDER

ROLL CALL
REMOTE PARTICIPATION: This time is reserved for any Council Member to announce remote participation under the "Just Cause" provision of Government Code Section 54953.8.
SALUTE TO THE FLAG
LAND ACKNOWLEDGEMENT: The City of Sebastopol acknowledges that we live and work within the unceded ancestral homelands of the Southern Pomo and the Coast Miwok people. We pay our respect to the past, present, and future generations of these peoples, including the Federated Indians of Graton Rancheria.

REMEMBERING THE HISTORY OF SEBASTOPOL
PROCLAMATIONS/PRESENTATIONS/INTRODUCTIONS: None
STATEMENTS OF CONFLICTS OF INTEREST: Conflicts of interest may arise in situations where a public official deliberating towards a decision, has an actual or potential financial interest in the matter before the Council. In accordance with state law, an actual conflict of interest is one that would be to the private financial benefit of a public official, a relative or a business with which the Councilmember is associated. A potential conflict of interest is one that could be to the private financial benefit of a Councilmember, a relative or a business with which the Councilmember is associated. A Councilmember must publicly announce potential and actual conflicts of interest, and, in the case of actual conflict of interest, must refrain from participating in debate on the issue or from voting on the issue and must remove themselves from the dais.

REGULAR CALENDAR AGENDA ITEMS (DISCUSSION AND/OR ACTION):
ITEMS 1, 2, 3, 4 AND 5 BELOW WERE CONTINUED FROM THE NOV 17, 2026, CITY COUNCIL MEETING

PLEASE NOTE: ANY ITEM NOT COMPLETED DURING THE SPECIAL MEETING WILL BE CONTINUED TO THE REGULAR MEETING AGENDA AT OR AFTER 6:00 PM

1. **Discussion and Consideration of Release of Request for Proposals for Contracts that end June 2027:**
    a. **Receipt of Information of Release of Request for Proposals for FY 27 28 City Budget Preparation:**
    - **Human Resources**
    - **Community Outreach Services**
    - **Building Official Services**
    - **IT Services**
    - **Management of Park Village; and**

    b. **Request to Consider hiring a PIO part-time staff in lieu of hiring a consultant & recruit at the same time as the RFP**

Requestor: Mayor McLewis for Item b
Responsible Department for Items a: Administrative Services
Fiscal Impact: Staff time required to prepare the agenda item is covered within existing budgeted salaries.
Additional Fiscal Impact: None.

2. **Approval to Direct Staff to Create a Waiver of Fees Policy for Special Event Permits and return to a future City Council Meeting with options/recommendations.**

Requestor: Councilmember Hinton/Mayor McLewis
Responsible Department: Public Works
Fiscal Impact: Staff time required to prepare the agenda item is covered within existing budgeted salaries.
Additional Fiscal Impact: None to prepare the policy; however, staff will return with the item with estimates of revenue losses based on waivers from past events.

3. **Approval to Direct Staff to amend City Council protocols and allocate Dedicated Time for Staff Recognition and Proclamations During City Council Meetings. Council is asked to consider restoring a dedicated time for staff recognition and proclamations that is:**
    - **Separate from the Public Comment period**
    - **Placed in the Presentations portion of the agenda**

- **Allowed 3 minutes per recognition or proclamation (instead of the current 2-minute limit)**
- **Allows recipients (employees and honorees) to make comments no longer than 3 minutes**

This change will ensure public comment time remains protected for residents while providing a more respectful and meaningful way to honor our dedicated City staff and those receiving proclamations or certificates of service awards.

Requestor: Councilmember Hinton
Responsible Department: City Manager
Fiscal Impact: Staff time required to prepare the agenda item is covered within existing budgeted salaries.
Additional Fiscal Impact: None. Staff would amend the Council protocols.

4. **Consideration of Authorization for approval of City Attorney Hours to Review and Provide information on City Lexipol Policies; CIRA Law Enforcement Trainings; Law Enforcement Practices Regarding Collaboration with ICE; Youth diversion/restorative justice information; and review of recommendations from Gault Center. Item Continued from the October 6, 2026 City Council Meeting.**

Requestor: Councilmember Zollman
Responsible Department: City Attorney
Fiscal Impact: Staff time required to prepare the agenda report is covered within existing budgeted salaries.
Additional Fiscal Impact: City Attorney time estimated at 10 hours

5. **Request for Considerations of Options for a City of Sebastopol Library Alternate - City of Sebastopol Alternate Representative to the Sonoma County Library Commission.**

Responsible Department: Councilmember Zollman
Fiscal Impact: There is no fiscal impact as this project is budgeted through a deposit account.
Additional Fiscal Impact: None.

ADJOURNMENT: December 1, 2026 City Council Special Meeting will be adjourned to the Regular City Council Meeting of Tuesday, December 1, 2026 at 6:00 pm, Sebastopol Youth Annex, 425 Morris Street, Sebastopol, CA.

REGULAR MEETING: 6:00 pm
CALL TO ORDER
ROLL CALL
PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA (FIRST COMMENT PERIOD): *Up to Twenty (20) Minute Time Limit (Two Minutes for up to ten speakers). Additional public comment will be held at the end of the discussion and action items for up to an additional twenty (20) minutes. Mayor has discretion to allow for additional time beyond the 20 minutes allocated for public comment dependent upon the subject matter or number of speakers.*
Process for calling on Speakers: Mayor or designee shall ask for public comment as follows: Speakers to be called on in an alternate manner (One speaker in person to be called on first; then one speaker remote to be called on second with additional speakers to be called on in the same manner) based upon the time limit.

PLEASE NOTE: ANY ITEM THAT WAS NOT COMPLETED DURING THE SPECIAL MEETING ABOVE WILL BE HEARD PRIOR TO THE CONSENT CALENDAR

CONSENT CALENDAR: The consent agenda consists of items that are routine in nature and do not require additional discussion by the City Council or have been reviewed by the City Council previously. These items may be approved by one motion without discussion unless a member of the City Council requests that the item be taken off the consent calendar.
The Mayor will read aloud the title of each consent item (either full agenda title or a simplified version of the agenda title), and ask if a Councilmember wishes to remove one or more items from the consent calendar; and then open public comment to the members of the public in attendance. At this time, a member of the public may speak for up to two (2) minutes on the entire consent calendar and request at that time that an item or items removed for discussion.

If an item or items are removed from the consent calendar, the item shall be placed at the end of the regular agenda items unless otherwise determined by the Mayor. Council Members may comment on Consent Calendar items or ask for minor clarifications without the need for pulling the item for separate consideration. Items requiring deliberation should be pulled for separate consideration and shall be placed at the end of the regular agenda items unless otherwise determined by the Mayor.

6. **Approval of City Council Meeting Minutes for Regular Meeting of November 17, 2026**
   Responsible Department: City Manager/City Clerk
   Fiscal Impact: Staff time required to prepare the minutes is covered within existing budgeted salaries.
   Additional Fiscal Impact: None
7. **Receipt of Incoming Mayor's Request for Committee Assignments Submittals from Councilmembers for City Council Committee Assignments and Liaisons. Recommendation and Appointments will be made at the January 5, 2027 City Council Meeting. (Requests to be Submitted to Mayor No Later Than December 20th 2026)**
   Responsible Department: City Manager
   Fiscal Impact: Staff time required to prepare the minutes is covered within existing budgeted salaries.
   Additional Fiscal Impact: None
8. **Approval of Second Reading and Adoption of Ordinance Number 1170 Generally Amending the Sebastopol Municipal Code Referencing the City Traffic Engineer to City Traffic Control Chief**
   Responsible Department: Police /Public Works
   Fiscal Impact: Staff time required to prepare the agenda item is covered within existing budgeted salaries.
   Additional Fiscal Impact: Minimal costs to update the Municipal Code are included in the FY 26 27 approved budget.
9. **Approval of Second Reading and Adoption of Ordinance Number 1171 to Delete Section 9.36.090 of the Sebastopol Municipal Code to Eliminate the Automatic Repeal of the Just Cause Eviction Ordinance.**
   Responsible Department: City Attorney
   Fiscal Impact: Staff time required to prepare the agenda item is covered within existing budgeted salaries.
   Additional Fiscal Impact: None.
10. **First Reading and Introduction of Non-Functional Turf Ordinance. Assembly Bill 1572 implements a phased, statewide ban on using potable (treated drinking) water to irrigate purely decorative, non-recreational grass. Deadline: By January 1, 2027 Public water suppliers must incorporate this ban into local regulations, identify nonfunctional grass zones, and track compliance certifications.**
    Responsible Department: Public Works
    Fiscal Impact: Staff time required to prepare the agenda item is covered within existing budgeted salaries.
    Additional Fiscal Impact: Existing budgets assume $15,000 to install and begin maintaining these areas on public property. Public Works has received grant assistance for the installation from Daily Acts.

Note: Items 11 through 18 will be heard on December 1, 2026 only if the Sonoma County Registrar of Voters certifies the November 3, 2026 election results before 5:00 p.m. that day. If the results aren't certified by then, the certification of the election and the related items will be moved to the December 15, 2026 regular City Council meeting.

CONSENT ITEM:

11. **Approval of Resolution Reciting the Facts of the General Municipal Election Held on November 3, 2026 and Declaring and Confirming the Results and Such Others Matters as Provided by Law; Approve the Resolution Reciting the Facts and declaring the results of the November 3, 2026 election for the Office of Member of the Sebastopol City Council, thereby determining that by votes cast in the November 3, 2026 Election That James Woodruff, Ian Hoff and Sandra Maurer have been elected to the office of Member of the City of Sebastopol City Council for a four-year term (term ending: 2030);**
    Responsible Department: City Manager/City Clerk
    Fiscal Impact: Staff time required to prepare the agenda item is covered within existing budgeted salaries.
    Additional Fiscal Impact: None.

CEREMONIAL EVENTS:

12. **Presentation of Plaque to Outgoing Councilmember Zollman**
13. **Presentation of Plaque to Outgoing Mayor McLewis**
14. **Message from Outgoing Mayor**
15. **Swearing in of Newly Elected Councilmembers. After the Certification of the Election, the City Clerk will administer the oath to Elected Councilmembers.**
16. **Recess**

REGULAR CALENDAR AGENDA ITEMS (DISCUSSION AND/OR ACTION):

17. **CITY COUNCIL REORGANIZATION/ELECTION OF MAYOR AND VICE MAYOR/MAYOR PRO TEMPORE:**
    a. **Mayor:** Each year the City Council conducts a reorganization by selecting from among its members a Mayor and Mayor Pro Tempore (Vice Mayor) to serve for the upcoming year. The Mayor presides at City Council meetings and serves as the official head of the City for ceremonial purposes. The Mayor Pro Tempore (Vice Mayor) performs the duties of the Mayor during the Mayor's absence or disability. This reorganization usually takes place at the first regular meeting in December or upon certification of the Election if it is an election year. During even years, the City Council shall select the Mayor at the meeting during which the results of the election are declared and confirmed, which will normally be the first regular meeting in December. The Policy of the City Council is that the individual who served as the Vice-Mayor the prior year shall serve as Mayor.

    b. **Vice Mayor:** The City Council believes that experience as a Council Member will assist those who are selected to serve as Vice Mayor, and that it is in the City's best interest that these selections be made in a manner that permits Vice Mayor to gain that experience in cycles of governing and to acclimate themselves to the jobs, tasks, and roles prior to assuming their respective offices. During even years, the City Council shall select the Vice-Mayor at the meeting during which the results of the election are declared and confirmed, which will normally be the first regular meeting in December. The Policy of the City Council is that the most senior member of the City Council who has not served as Mayor during their current term shall be the Vice-Mayor.

    Ratification of Installation of Mayor and Vice Mayor: Per Council Protocol; Sandra Maurer would become Mayor and Neysa Hinton would become Vice Mayor. Council is asked to ratify the appointment of Mayor and Vice Mayor per City Council Protocols.

CEREMONIAL:

18. **Message from Incoming Mayor**

INFORMATIONAL ITEMS/PRESENTATIONS: *Informational Items or Presentations are items that are informational only and do not require action by the City Council.* ***Presentations shall be scheduled as necessary for the promotion of an event or service or general information items to the Council and should be limited to ten (10) minutes total in length of item (total length includes questions of Council to presenter and public comment).***
NONE

PUBLIC HEARING(s): NONE

REGULAR CALENDAR AGENDA ITEMS (DISCUSSION AND/OR ACTION): CONTINUED

19. **Appeal of Tree Board Denial: Removal of One American Sweetgum Tree at the Fiesta Shopping Center, 550 Gravenstein Highway North (Applicants: Sandborn Tree Service and Fiesta 116, c/o Don Strouzas).**
    The City Council will hear an appeal of the Sebastopol Tree Board's decision to deny removal of one American sweetgum tree at the Fiesta Shopping Center, 550 Gravenstein Highway North. The tree stands at the southwest corner of the parking lot, behind the EV charging stalls and next to the highway. The Tree Board denied the request, and the applicants have appealed to the City Council.

Responsible Department: Planning
Fiscal Impact: Staff time required to prepare the agenda item is covered within existing budgeted salaries.
Additional Fiscal Impact: None.

20. **Consideration and Approval of Revised FY26/27 CIP Program: Including:**
    (1) Reallocating water enterprise funds from CIP 0826-26.06 to CIP 0827-26.07; and
    (2) Creation of a new CIP 0832-26.13 for Water System Replacement Program.
    Staff recommends establishing the Water System Repairs and Replacement Program to support the City's ongoing efforts to maintain and improve existing water infrastructure through coordinated, multi-benefit capital projects. The proposed Water System Repairs and Replacement Program requires an appropriation of $175,000 from the Water Enterprise Fund (Fund 501). This appropriation would reduce the projected reserve balance from $1,703,411 (51% of operating expenses) to $1,528,411 (46% of operating expenses). The program will fund priority water system improvements coordinated with planned roadway reconstruction, helping protect the City's investment in pavement, reduce future street excavation, and minimize the risk of emergency water system repairs.
    Responsible Department: Public Works
    Fiscal Impact: Staff time required to prepare the agenda item is covered within existing budgeted salaries.
    Additional Fiscal Impact: The proposed appropriation will reduce available Water Enterprise Fund reserves by $175,000. No additional General Fund contribution is required.

ADDITIONAL PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA: Two minutes per speaker for up to twenty (20) minutes total for public comments but can be reduced at Mayor's discretion depending upon the number of speakers or Mayor has discretion to allow for additional time beyond the 20 minutes allocated for public comment dependent upon the subject matter or number of speakers**.**

COUNCILMEMBER(S) REQUESTS FOR FUTURE CITY COUNCIL AGENDA ITEMS

CITY COUNCIL/CITY STAFF REPORTS/COMMUNICATIONS/ANNOUNCEMENTS/FUTURE MEETINGS:

21. City Manager and/or City Clerk Reports: (This will be either verbal reports at the meeting, or written reports provided at or prior to the meeting)
22. City Council Reports/Committee/Sub-Committee Meeting Reports: (Reports by Mayor/City Councilmembers Regarding Various Agency Meetings/Committee Meetings/Sub-Committee Meeting /Conferences Attended and Possible Direction to its Representatives (If Needed) on Pending issues before such Boards. ((This will be either verbal reports at the meeting, or written reports provided at or prior to the meeting)
23. Council Communications Received (Information/Meetings/Correspondence Received from the General Public to Councilmembers)

CLOSED SESSION: NONE
ADJOURNMENT OF CITY COUNCIL MEETING
December 1, 2026 City Council Regular Meeting will be adjourned to the next Regular City Council Meeting of Tuesday, December 15, 2026 at **6:00 pm**, Sebastopol Youth Annex, 425 Morris Street, Sebastopol, CA.

American Disability Act Accommodations/Accessibility: A request can be made orally or in writing, and submitted to the ADA Coordinator by email: building@cityofsebastopol.org or to the City Clerk's Office so as to avoid delay in reviewing and processing the request. Requests can be made by contacting the ADA Coordinator's Office at (707) 823-8597, via email at building@cityofsebastopol.org or by mailing such a request to the ADA Coordinator's Office located at 7425 Bodega Avenue, Sebastopol, CA. Note that if you contact the ADA Coordinators Office, via mail, you need to make the request early enough that a response can be timely provided.

NOTICE: All Resolutions and Ordinances introduced and/or adopted under this agenda are waived of all reading of entire resolution(s) and ordinance(s). The City of Sebastopol is a general law city formed under the laws of the State of California. With respect to adoption of ordinances and resolutions, the City adheres to the requirements set forth

in the Government Code. Unless otherwise required, the full reading of the text of standard ordinances and resolutions is waived.

SB 751 Legislative bodies of local agencies must publicly report: (1) any action taken and (2) the vote or abstention on each action taken by each member present for the action at a meeting.

If you have any questions regarding this meeting, please contact the City at Email: info@cityofsebastopol.org or citycouncil@cityofsebastopol.org or please call: 707-823-1153. The public is advised that pursuant to Government Code section 54957.5 all writings submitted to the City Council are public records and will be made available for review at City Hall during normal business hours. The Sebastopol City Council welcomes you in person or remotely to its meetings that are generally scheduled for the 1st and 3rd Tuesday of every month. Your interest and participation are encouraged and appreciated.

Government Code Section 54953.
(a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.
(b)
(1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.
(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

There are times that the City Council open meetings may not be live streamed due to technical issues; if that is the case, the meeting will be video-taped and uploaded as soon as possible to the City Web Site. In the event of a disruption that prevents the legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1.

COUNCIL PROTOCOLS FOR MEETING RESTATED:
This in person and virtual/remote meeting is compliant with the Governor's Executive Order allowing for a deviation of teleconference rules required by the Brown Act. Traditional Brown Act and AB 2449 requirements can be utilized for all City Council meetings as long as required notice and posting is conducted per the Brown Act.

Please Note the presiding member of the legislative body conducting a meeting or their designee may remove, or cause the removal of, an individual for disrupting the meeting.

Prior to removing an individual, the presiding member or their designee shall warn the individual that their behavior is disrupting the meeting and that their failure to cease their behavior may result in their removal. The presiding member or their designee may then remove the individual if they do not promptly cease their disruptive behavior. This paragraph does not apply to any behavior described in subparagraph (B) of paragraph (1) of subdivision (b).
(b) As used in this section:
(1) "Disrupting" means engaging in behavior during a meeting of a legislative body that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting and includes, but is not limited to, one of the following:
(A) A failure to comply with reasonable and lawful regulations adopted by a legislative body pursuant to Section 54954.3 or any other law.

(B) Engaging in behavior that constitutes use of force or a true threat of force.
(2) "True threat of force" means a threat that has sufficient indicia of intent and seriousness, that a reasonable observer would perceive it to be an actual threat to use force by the person making the threat.

How can I provide Public Comment on Zoom?
The Mayor will request public comment during the Public Comment period on the agenda and during each Public Hearing and Regular Calendar Item. Once the Mayor has announced the public comment period, please do one of the following.
USING A COMPUTER OR SMART PHONE:
• Click on the "Raise Hand" feature in the webinar controls. This will notify City staff that you have raised your hand and you would like to speak.
• City staff will unmute your microphone when it is your turn to provide public comment.
• A prompt will appear to confirm you would like to be unmuted. Once you accept the prompt, you will have two minutes to provide public comment.
• Once your public comment has ended, you will be muted again.
USING A REGULAR PHONE:
*• Dial *9 (star 9), this will notify City staff that you have "raised your hand" for public comment.*
*• City staff will unmute your microphone when it is your turn to provide public comment. *6 (star 6) is used to mute/unmute.*

• You will hear "you are unmuted" and then you will have two minutes to provide public comment.
• Once your public comment has ended, you will be muted again